



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”

The benefits of working for Veterans Affairs includes easy light rail access, an on-site exercise facility and knowing that you support the Agency’s mission of “Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”.

STANDARDS COMPLIANCE COORDINATOR

Permanent, Full –Time

\$5,067.00-6,114.00 Monthly

**Location: Department of Veterans Affairs
Veterans Home Division- Headquarters
1227 O Street Sacramento, CA 95814**

Final File: Until Filled

***This position is pending hiring freeze exemption approval**

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

NOTE: APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.calvet.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board’s website at www.jobs.ca.gov.

HONORABLY DISCHARGED VETERANS WHO MEET THE REQUIREMENTS LISTED ABOVE ARE ENCOURAGED TO APPLY.

Duties and Responsibilities:

Under the direction of the Assistant Deputy Secretary for Veterans Homes, the HQ Standards Compliance Coordinator will coordinate, and direct as needed, the Standards and Compliance Officers at each Home to ensure each Home achieves and maintains licensing and certification, and standardized, facility-wide programs for Quality Assurance and Best Practices. The Standards Compliance Coordinator will lead regular, onsite, peer review audits at each facility to assess documentation standards, policy compliance, care quality and survey readiness. The individual will provide regular analysis and trend reports for executive review. The individual must demonstrate leadership, effective communication and problem solving ability. In addition this position will:

- Assure standardized, internal pre-survey preparation activities and mock surveys are conducted at each Home on a routine basis.

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Duties and Responsibilities (cont):

- Personally conduct (individually or with a team) mock surveys, targeted reviews and chart audits at each Home to ensure regulatory documentation requirements and care quality standards are being met.
- Align, monitor and analyze each Home's quality improvement system and best practices.
- Conduct a monthly, collaborative Homes-wide quality committee meeting to review quality indicators, address standards and compliance issues and to ensure best practice at all homes.
- Collect, assess, and make recommendations for improvement based on the surveys, reviews and audits conducted by licensing agencies at each Home.
- Review and monitor all plans of correction (POC's) for identified survey deficiencies. Track the progress of compliance to the POC's at each Home, in addition to any other quality improvement initiatives. Coordinate efforts with Education and Policy staff.
- Write executive reports that analyze trends in quality indicators from each Home. Provide management briefings as requested.

Incumbent will be required to travel as necessary to achieve the above functions.

How To Apply:

Visit the State Personnel Board (SPB) website at: www.jobs.ca.gov, to download the application. Submit your completed and signed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 1227 "O" Street, Room 404, Sacramento, CA 95814, Attn: Rashida Parker – M80 #018 11/12 To expedite recruitment efforts, please attach a copy of your eligibility/exam results to your application.** All State applications must be postmarked no later than the final filing date.

Note: In the Explanations section on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment, Reinstatement or Training and Development Assignment. Failure to do so could result in being rejected from the interview process. In addition, you must reference position #830-190-8328-001.

Questions:

If you have any questions, request information concerning this posting, need assistance in the application process, or require any type of Reasonable Accommodation, please contact **Rashida Parker, Human Resources Office, at (916) 653-2209. TDD: (916) 653-1966.**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. 830-190-8328-001 RELEASED: 8.03.11